



City of Norfolk Department of Recreation, Parks & Open Space

POLICY

Title: Athletic Field, Picnic Shelter and Open Space Rental Regulations
File # N/A
Date Proposed:
Date Approved: 1/2/13
Review Date: 1/2/15

Purpose

Open access by the general public to all of the real property owned or controlled by the City of Norfolk (City) is not compatible with the governmental uses for which many of those properties are intended. However, the City has chosen to create and open certain specific properties for limited public use, including, but not limited to, properties like the City's athletic fields and parks. For the purposes of this regulation, such properties are referred to collectively as athletic fields & picnic shelters. These areas are open to limited public use in accordance with RPOS' General Policy on the Use of Parks (General Policy) and the following rules.

Rental Application Process

A Facility Use Application for athletic fields/picnic shelters must be completed to reserve an athletic field or picnic shelter. Applications for athletic fields and picnic shelters can be found on the City of Norfolk's website (<http://www.norfolk.gov/rpos/RentalsReservations.asp>), or at the Lakewood Athletic Office. Please note that all open space and park rentals are processed and permitted by The City of Norfolk Special Events Division. The process to obtain a special event permit for open space may vary slightly from the guidelines detailed in this policy. Please contact the Special Events office directly for more information. Special event permit applications can be found on their website (<http://www.norfolk.gov/specialevents>) or at their office at the Selden

Arcade at 208 E. Main Street. Completing an application does not guarantee that a reservation will be issued. Only when all items requested have been completed and approvals granted will a permit be issued. Please complete the application as thoroughly as possible. Information omitted from the application delays the reservation process. In order to be eligible to reserve any athletic field, picnic shelter, or park, the following must take place:

- Applications must be received a minimum of fourteen (14) business days prior to desired date of use. Commercial/Non-Recreational use applications submitted outside of the minimum restriction will not be accepted. Non-Commercial/Recreational uses can submit applications within 48 hours of the event and are subject to space availability and staffing.
- **Telephone reservations will not be accepted.**
- Only checks and money orders are accepted, made payable to “Norfolk City Treasurer”.
- Applicants must be at least 18 years of age and must be present throughout the entire rental.
- For picnic shelter rentals a \$25 application fee and rental fees are due at the time reservation. For athletic field and open space rentals a \$25 application fee is due at the time reservation. Full rental fee payment is due upon issuance of a permit.
- Applicant must show proof of residency to receive resident rate. Items accepted for proof of residency: driver’s license, utility bill dated within last thirty (30) days, vehicle registration.
- City staff will review the application upon completion. For athletic and picnic shelter rentals, an event permit will be mailed or emailed within 7-10 business days to the person submitting the application. The person signing and submitting the application will be the Lessee, and referred to as such from this point forward.

- The times stated on the application should include set-up, breakdown and cleanup time.

The permit will only be valid for the time approved by the City, however, no Lessees or their guests shall have access to the premises before the start of the authorized rental period and all lessees and their guests shall leave the premises at the end of the authorized rental period.

Applications are not confirmed until the applicant receives the permit. Absolutely no publicity or invitations shall be distributed until the applicant receives the official confirmation.

Reservations will be taken on a first come, first served basis. Any lessee previously found to have violated the rules of use contained in the Rental Policy or this regulation shall be ineligible for further rentals. Reservations, within the limits imposed by the Rental Policy and this regulation, are available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use. In granting equal access, the City is not endorsing the viewpoint, policies, beliefs or practices of any particular individual or group. No Lessee may advertise its event in any way that might suggest that the City endorses or sponsors the Lessee or the Lessee's event. Use of the City of Norfolk or departmental seal, logo, and/or slogans is strictly prohibited unless proper permissions have been granted. Permission constitutes a one-time privilege and is not to be construed as blanket permission for future use.

If a rental application is not accepted, the applicant will be notified in writing, within fourteen (14) days after receipt of the application. Any person aggrieved by such refusal shall have the right to appeal, in writing, within fourteen (14) days, to the city manager, who can modify or reverse the director's decision, within fourteen (14) days. The decision of the city manager shall be final. Applications are not automatically renewed. Time slots are not guaranteed from one year to the next without proper paperwork being submitted.

Rental Hours:**Picnic Shelters**

Available seven days a week, from May 1st through October 31st.

1/2 day: 8am-1pm or 2pm-7pm

Whole day: 8am-7pm

Athletic Fields

Available seven days a week. Hours are event and location specific.

Spring and Summer Season: February 15th through August 31st. Applications accepted first business day in January.

Fall and Winter Season: September 1st through December 15th. Applications accepted first business day in July.

Open Space

Open Space applications are accepted year-round. Park facility amenities and open space availability varies by season.

Rental Fees:

Additional \$25 application fee for all resident rentals. Non-Resident application fee is \$50.

Fee	Resident	Non-Resident
Shelter: 1/2 Day	\$75	\$150
Shelter: Whole Day	\$100	\$200
Small Field	\$50/day	\$75/day
Large Field	\$75/day	\$105/day
Field Lights (if applicable)	\$40/night	\$40/night

Open Space Fee (<i>Under 200</i>) <i>Special Events Process*</i>	\$50/day	\$100/day
Open Space Fee (200 and Over) <i>Special Events Process*</i>	\$100/day or \$100 per shelter/day	\$200/day or \$200 per shelter/day
Barraud Amphitheater <i>Special Events Process*</i> (fees do not include open space or shelter rental fee)	\$100/day without electricity \$125/day w/ electricity	\$200/day without electricity \$250/day w/ electricity

*Open Space applications for small and large events can be found on the Special Events website (<http://www.norfolk.gov/specialevents>).

As a general rule, athletic field charges do not apply for youth teams registered in RPOS sanctioned athletic leagues.

Cancellations/refunds

The City's cancellation rule has been developed to discourage last minute cancellations. A primary goal of the permit process is to offer low cost facility usage for citizens. This rule is therefore structured to offer the highest probability of refunds in instances where the City has the highest probability of re-renting the space. Please note that the application fee is NON-REFUNDABLE.

- In the event that a cancellation of a confirmed reservation is necessary, it is the applicant's responsibility to provide immediate written notification of such intent to cancel use. City staff will not be held responsible for cancellations made by telephone. The earlier the notice is provided, the greater the refund of use fees.
- Cancellations will only be accepted from the Lessee, the person executing the application form, not from anyone else acting on the Lessee's behalf. This policy is designed to prevent the unauthorized cancellation of an event.
- The City may cancel any use of facilities and/or equipment when it becomes necessary to do so to preserve public safety. In such cases, the City will work with the applicant to reschedule the event. In the absence of an adequate alternative date for rescheduling,

the City will provide a full refund of all fees and deposits paid. Every effort will be made to notify Lessee of a cancellation at the earliest possible date

- Cancellation fees shall be charged on the following basis:
 - 30 days prior to event: 10% or \$25 whichever is more.
 - Less than 30 days prior to event: 25% or \$50, whichever is more.
 - A \$15 fee will be charged whenever an event is changed to a different date and/or location.
- In the event that the City must cancel a rental due to unforeseen circumstances (closure of the facility, severe weather, etc.) every effort will be made to make other accommodations for the lessee. Please note that in the event of inclement weather (heavy wind, rain, or storms) refunds will not be issued for picnic shelters.

Liability and Insurance

Certain events require the lessee to have comprehensive general insurance that:

- Has a minimum of one million dollars (\$1,000,000) for bodily injury or death to one or more persons in any one accident or event, and fifty thousand dollars (\$50,000) for damage to property resulting from one accident or event, said policies to include as the named insured the City of Norfolk, its agents, volunteers, officers and employees.
- The Lessee shall remain on the premises the entire time of the rental as stated in the permit. If any damages occur, the Lessee and his or her organization or corporation shall be held responsible for any and all repairs required.

Insurance waivers are not waivers of liability. All applicants and their organizations shall agree by execution of the application form to hold the City, its agents, volunteers, officers and employees, harmless, as provided for in the Indemnity and Hold Harmless section of this regulation, regardless of whether the insurance requirement is waived.

Rental Rules

In addition to any restrictions within the General Policy, the following restrictions apply to all

Lessees and their guests:

- Drugs, alcohol, tobacco and weapons (except firearms possessed and carried pursuant to law) are not permitted on City property.
- No commercial or fundraising activities are permitted in City parks. Prohibited activities include, but are not limited to, Lessees charging admission, holding fundraising events or raffles, selling tickets or goods and services or soliciting such sales and soliciting or accepting donations. Please reference Norfolk City code section 13-87.
- Any signage must be free-standing and approved beforehand by the City.
- No storage space is available. Lessees must arrange for deliveries of any materials to occur no earlier than two (2) hours prior to the event.
- Open flames are prohibited by order of the Norfolk Fire-Rescue Department. The prohibition against open flames, includes, but not limited to, the use of candles, lanterns and similar devices.
- All trash, charcoal, debris, cooking oil, waste water, and combustibles **must be disposed of in an approved manner** (in proper on-site waste containers). No liquids may be disposed of in storm drains, water ways, on the ground, or pavement.
- Criminal conduct, including, but not limited to, assault, assault and battery, disorderly conduct, or obscenity or the use of language amounting to fighting words, is prohibited and will result in the ejection of the parties responsible and/or termination of the event.
- Any misrepresentation in the description of the nature, type or size of the event to be held at or on City property shall void the Lessee's rental agreement and may make the Lessee ineligible for any future rentals of any Recreation, Parks & Open Space facility.

- All lessees showing videos or otherwise sharing or distributing original materials must be aware of and abide by the provisions of the intellectual property laws and may only display or distribute materials pursuant to the intellectual property laws, both civil and criminal, including, but not limited to, the United States Copyright Act.
- All lessees are responsible for publicizing their own activities; however, any advertising must take place away from Civic Facilities. Posting signs, fliers or posters in lobby areas or on the grounds of Civic Facilities is prohibited.

Damage/Loss of Personal Property.

Lessees and visitors should use caution in bringing personal property on to City property. The rental agreement does not create a bailment, and the City, its officers, employees, agents and volunteers are not responsible for any private property brought on to City property , and are not liable for any harm to such property, regardless of whether the property is damaged, lost or stolen. This applies to the Lessee and his organization, guests, visitors or any persons or corporations providing services and equipment to the Lessee.

Indemnify and Hold Harmless.

The Lessee, by signing the application form, agrees to indemnify and hold harmless the City, its officers, employees, agents and volunteers from any and all claims or suits, in tort or contract, arising out of injury to any person or property using or visiting City property in connection with or growing out of the Lessee's use and occupancy of the property, or through any defect in said property.